



State of California—Health and Human Services Agency
Department of Health Services



ARNOLD SCHWARZENEGGER
Governor

February 9, 2006

TO: CURRENT LOCAL INCENTIVE AWARD (LIA) CONTRACTORS

SUBJECT: *CALIFORNIA NUTRITION NETWORK FOR HEALTHY, ACTIVE FAMILIES (NETWORK)* CONTRACT RENEWAL INFORMATION FOR CONTRACT TERMS BEGINNING 2006/2007

The *Network* has been required by USDA to update the application forms to comply with the USDA 2006 Guidance. This means that existing contractors will be required to submit an application for the October 1, 2006 – September 30, 2007 LIA solicitation even if they currently have a contract in place with the Department of Health Services. The *Network* anticipates that you should be able to transfer numbers from your existing contract onto the new application forms, but there is some additional information required.

New terminology: USDA has requested that we use the term State Match instead of Local Share and Federal Match instead of state share.

Following is a current timeline that includes the documents your organization is required to submit for your contract.

Deadline Dates

1. By **February 28, 2006:**

- a) A **Letter of Qualification and Intent (LOQI)** (mandatory and non-binding). Only the anticipated amount for the 06/07 budget period is requested. Do not insert the total for the entire three-year budget period. The LOQI will be required at the beginning of each contract year to outline and re-certify your organization's proposed State Match (Local Share) contributions. The *Network* will send a reminder of this requirement at the beginning of each contract year funding cycle.

The LOQI must be mailed or faxed followed by a hardcopy to Michele Jackson at the address stated on the form and postmarked on or before the stated deadline.

2. By **March 15, 2006**, submit an application package that includes:
 - a) An **Application Coversheet/Checklist Form**
 - b) **Budget Justification**
(i.e., 1st year: October 1, 2006 through September 30, 2007)
** Please note that the Budget Justification form is combined and contains both State Match (Local Share) and Federal Match (State Share) budget details.*
 - c) Contractor Information Form
 - d) A **Project Summary** covering the entire three-year period
** Please note that the Project Summary contains both state and local share activity details.*
 - e) Any **Memo of Understanding (MOU)** or **Letter of Agreement (LOA)** with partnering agencies

These documents must be e-mailed or faxed followed with a hardcopy to your assigned Contract Manager and Program Manager by the stated deadlines. *Network* staff will review your updated application and work with your organization for any needed adjustments.

SCHOOL DISTRICTS ONLY AND PROJECTS WORKING WITH SCHOOLS:

- **Shaping Health as Partners in Education (SHAPE) California Partner Data Form**
- **SHAPE California Letter of Commitment**

These documents require signatures; therefore, they must be mailed to your assigned Contract Manager by the stated deadlines.

Allowable and Unallowable Costs

The Allowable and Unallowable Costs for FFY 2006 can be found on our website at <http://www.dhs.ca.gov/ps/cdic/cpns/network/FAP/Continuing.htm>. Refer to this document when completing your application. If there are changes in the *Food Stamp Nutrition Education Plan Guidance* for FFY 2007 that impact the Allowable and Unallowable Costs, the *Network* will update the website with a revised Allowable and Unallowable Costs document. Efforts in schools require coordination with University of California Cooperative Extension (UCCE) if UCCE is already conducting interventions there.

LIA Collaboration and Partnering Guidelines

This document is on the CPNS website for your review. The document contains a sample memo of understanding (MOU) that has been approved by USDA for your use.

We look forward to working with you in the coming year. For administrative/fiscal questions you may contact your assigned Contract Manager and for programmatic questions contact your assigned Program Manager.

Susan B. Foerster, M.P.H., R.D., Chief
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and
Project Director, *Network*

Enclosures